Agenda item 2.

NOTES OF THE CUSTOM HOUSE STEERING GROUP MEETING
Wednesday, 19 August 2020 @ 6pm via Zoom

Present:

Steering Group members:
Terry R (TR)
Casey H (CH)
Thelma O (TO)
Tony S (TS)
Sam N (SN)
Denise DE (DEB)
Sue C (SC)
Cynthia P (CP)
Larisa C (LC)
Marcia S (MS)

LBN:
Cllr Sarah Ruiz (SR) - Chair of CHSG
Niall Henderson (NH) – Senior Regeneration Manager
Dan Hill (DH) – Director of Community Wealth Building
Jan Rowley (JR) – Landlord Offer & Ballot Strategy Lead
Jane Jolly (JJ) Resident Involvement Lead
Emily Webster (EW) – Regeneration Manager

Apologies for absence:
Sharlene T (ST)

NewmanFrancis:
Howard Mendick (HM)
Owen Martin (OM) - notes

Design Team, Adam Khan Architects
Juliette Scalbert (JS)
Adam Khan (AK)

		Item Lead		Actions
1.	**Welcome and introductions**	SR	SR welcomed everyone to the Steering Group meeting and introductions were made. There was a special welcome for all the new members ,Sue (SC) , Cynthia (CP), Larisa (LC) and Marcia (MS), Denise (DEB)	
2.	**Notes from the previous meetings**	SR	The notes of the CHSG meeting held 8 July 2020 were agreed as a true and accurate record of proceedings.	
3.	**Review Action Tracker**	SR	It was noted that the updated Landlord Offer comparison spreadsheet was the only action overdue, which was currently with AT for sign off. **ACTION: Landlord Offer comparison spreadsheet to be circulated once signed off.**	**JR**

			Link for the GiveMyView website has been circulated and will be discussed further with the steering group in a separate meeting so that Reps gain a sense of how it will help raise awareness of the Landlord Offer and resident ballot.	
4.	**Landlord Offer Update**	JR	JR provided an update and a timetable for the Landlord Offer. JR explained that the Landlord Offer will detail the Council's commitments to residents and that residents would be asked to vote on the offer. JR outlined the work that had taken place so far including the Landlord Offer workshops and tenure groups. JR went on to say that the Council aimed to provide a 'best in class' Landlord Offer which would enchance the commitments made in the Residents' Charter. She added that the Landlord Offer would need to be affordable, equitable and legally viable. JR further detailed a timeline of regeneration milestones: • Draft Landlord Offer circulated and shared with steering group - Sept 2020 • Voter registration to open - Sept 2020 • Publication of final version of Landlord Offer - Oct 2020 • Voter registration to close (2 weeks after publication) • Ballot to take place 6 weeks after publication - Nov 2020 JR explained that there will be additional resident engagement work carried out to ensure the wider community is aware what is coming up and to enable the wider community to shape the final Offer: • NewmanFrancis outreach and engagement around the Landlord Offer • Outreach on site (eg on and around Freemasons Road) • Door knocking, telephone and email advice and drop-in sessions CH asked for more detail on the legal and financial process and how it fits with the timeline discussed. JR explained that the Legal and Finance department had already checked and agreed the viability of the proposed offer. If there are further enhancements to the offer, Legal and Finance will be consulted.	

			TO asked how much influence resident reps will have over the Landlord Offer and whether things will be able to change if Legal and Finance has already approved the proposals so far. JR explained residents will still have influence over what will be in the Landlord Offer and that there will be a clear process for CHSG reps to review the Offer. JR added that a tenant engagement organisation called TPAS would also provide their own independent review of the Landlord Offer. TR asked whether Legal and Finance had raised any issues with the proposed Landlord Offer. JR explained that not many issues had been raised. Keeping rents at existing levels for existing residents had been approved as well as the concept of the shared equity model which would 'reward' residents according to the length of time they stayed in their new home. However, Legal and Finance had raised some concerns on the level of detail that could be provided about future service charges. CH repeated that residents were asking for a more significant level of detail for new service charges. JR added that discussions were also ongoing about discretionary payments for tenants with the right to return (eg whether two lots of home loss and disturbance payments could be paid?). JR also noted the potential of holding drop-in sessions in open areas with gazebos/tents. JR asked reps to provide ideas for engagement. AK added that physical/in-person events would be very helpful as it would better enable residents to view models of purposed buildings and gain a better sense of how the new neighbourhood would look and feel. Finally, JR stressed how important it was to get the Landlord Offer right and that there was some flexibility around the timeline meaning that the Offer may go to the November Cabinet for approval, (rather than the October Cabinet).	**JR**

			ACTION: JR will share a more detailed timescale along with the proposed Landlord Offer	
5.	**Meanwhile use progress reports:** **a. The occupation of Freemasons Road vacant units**	NH	NH provided an overview of the Meanwhile Use programme and how the various project proposals were being worked up: • 4 x certain committed projects: Textile project, tuition workshops, community theatre group, local face painter NH added that a food bank proposal was also being worked up and that 47 Freemasons Road would be a commercial unit and run as a convenience store, with three other units being used by Civic. NH went on to say that works had been programmed for early August and would last a month to bring the empty units on Freemasons Road up to Meanwhile Use standards. TO asked if the process of identifying projects for the sites had been a fair process and asked how the opportunities had been advertised to the community? Reps asked several questions: • how will residents be supported to run multi-use spaces? • has information gone out to the community to inform residents about the Meanwhile Use and opportunities to get involved? • will there be temporary licences allowing users to use the spaces? • can there be a Meanwhile Resident Steering Group responsible for the programme? **ACTION: LBN to advertise Meanwhile use in the Your Custom House magazine** **ACTION: More information on the setting up of a Meanwhile Use Steering Group to be presented at the next meeting**	**NH**

	b. May Wynne Garden Site	NH	NH explained that this would be developed in partnership with East with a focus on community use. The proposal was to install new seating, plant trees and introduce new lighting which would all require a planning application. The new lighting would be part of the permanent design and would be included as part of the outline planning application for Key Stage 3. CHSG asked how this project would be taken forward with resident representatives, and NH explained that East would lead on setting up a steering group. SR thanked NH for his hard work and commitment in progressing the Meanwhile Use programme.	
6.	**Design Engagement Update**	JS	JS provided an update on how previous design meetings have gone and reported on community feedback. JS mentioned that anyone who is interested can go to www.customhousee16.com for the latest information and presentations. CH asked if the design engagement will be in parallel with the wider community engagement previously mentioned (see agenda item 4.) and if there will be individual events that are specific to certain regeneration areas – eg the different phases. DH asked the group if anyone would like to be part of the procurement process for the design team for the Vandome Close, Gog Pub and Hartington Road early sites. TR expressed interest in getting involved in this. JJ added that NewmanFrancis should put together procurement training and add to their training programme. SC asked if there are any plans for accessible homes for residents with mobility issues in the early phases within the taller buildings? AK noted that there will be accessible homes in both Phase 1 and Phase 2.	

			CP asked if any thought has gone into engaging young people in the area. JS has tried getting in touch with the local youth centre (Shipman Cenre) but they are currently closed. SR mentioned the local church has lots of youth involved and that some more engagement/outreach on Freemasons Road would be positive. AK stated that the Design Team needed help engaging young people and asked that reps get in touch with their ideas. Reps asked about Design Engagement workshops for the new kick start sites and when these would happen. NH explained that there would need to be a slight pause for the new early sites while a procurement process was undertaken to get a design team on board for these sites. This process would take around 4 weeks, but the commitment remained the same to develop these sites first. SR confirmed that specific events for the early Vandome Close sites would be a good idea. Reps asked whether it would be possible to have some houses as part of the Phase 2 designs rather than all flats. AK confirmed that they were looking to include shouses in the Phase 2 designs. JS outlined the September design workshops: 7 September – Phase 1 Update 10s September – High Street Workshop 17/18 September – Phase 2 Designs 22 September – Phase 1 the new homes	
7.	**NewmanFrancis**	HM	HM welcomed all the new steering group members and detailed some of the work NewmanFrancis will be carrying out over the next few weeks: • Pre-meeting phone calls to offer support and advice for individual residents • Pre-meeting get togethers so that reps can send in questions to the Council and help shape meeting agendas • Develop an ongoing training programme so that reps understand the regeneration process	

			• Housing Need Survey is ongoing (currently contacted over 150 residents) • Review event with JR on the landlord offer with resident reps • Looking into hosting a regeneration walkabout – chance for the reps to meet and get to know each other	
8.	**Any Other Business**	SR	JS will coordinate with NewmanFrancis to create a design sub-group for residents to discuss design topics further. The thinking behind this is that separate meetings are needed to discuss the designs as this will allow more time for the reps to reflect on the proposals and work together with the design team. Proposed w/c 7 September for first meeting. EW asked if a member of the steering group would be interested in representing the group at the upcoming Design Review Panel meeting next week. This was an important meeting when a team of independent experts (architects and designers) would scrutinise the design proposals. This meeting was part of the pre-planning application process. Thelma said that she would like to attend the Design Review Panel and represent the Steering Group and community. DH noted that it would be helpful to have a mini glossary to ensure residents understand any abbreviations used in meetings. JJ has a document used on a previous project that could be useable. NewmanFrancis also has information which can be circulated.	**JS/NFL**
9.	**Date of next meeting**	SR	Wednesday 19 September, at 6pm over Zoom. **ACTION: JJ to send out Zoom meeting invites** **ACTION: HM to arrange pre-meeting with resident reps**	 **JJ** **HM**